

ENVIRONMENTAL PLANNER

CALTRANS

OPEN - STATEWIDE
JX30-4640 5PB31



**CALIFORNIA
STATE
GOVERNMENT**

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

EXAMINATION TYPE

This is an open examination. Applications for this examination will not be accepted on a promotional basis. Career credits will not be granted.

LOCATION

This examination is administered by the State Personnel Board utilizing the Internet.

WHO SHOULD APPLY

Applicants who meet the minimum qualifications as stated below may apply and take this examination at any time. Once you have taken the Training and Experience Evaluation examination, you may not retest for twelve (12) months.

HOW TO APPLY

The Application and the Training and Experience Evaluation will be available on a continuous basis on the Internet. Applicants will respond to questions regarding their ability to meet minimum qualifications, provide their contact information, and take the Training and Experience Evaluation on the Internet.

DO NOT SUBMIT A STATE APPLICATION FORM. THE APPLICATION FORM FOR THE ENVIRONMENTAL PLANNER IS CONTAINED IN THE INTERNET PROCESS.

If you do not have Internet access, there are public access Internet terminals in over 150 California public libraries. Contact your local library for information as to where the nearest Internet terminal is located and the policies related to usage. **DO NOT** contact the State Personnel Board or the Department of Transportation for this information. The State Personnel Board and the Department of Transportation do not maintain an up-to-date list of library locations. The State Personnel Board Service Center, located at 801 Capitol Mall, Sacramento, CA, does have Internet terminals that are available for public use at no cost. For more information, contact the Service Center at (916) 653-1705.

If you are not familiar with the Internet, you may have a friend or family member assist you. You may apply and take the examination on the Internet by connecting to:

http://www.spb.ca.gov/employment/exam_start.htm

and following the on-line instructions. Please note that the Internet system will be unavailable on Tuesday's between 7:00 a.m. and 1:00 p.m., Pacific Standard time, for processing and maintenance. **DO NOT** begin the application process on the Internet during this time as your record will NOT be processed. It takes approximately one hour to complete the Application, and the Training and Experience Evaluation, on the Internet. If you begin the examination before 7:00 a.m., be sure to allow sufficient time to complete the process.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, call the State Personnel Board's Examination and Selection Services Section at (916) 653-1502, Telecommunications Device for the Deaf (TTY) (916) 654-6336, or via California Relay (Telephone) Service for the deaf or hearing impaired: from TTY phones: 1-(800) 735-2929, for voice phones: 1-(800) 735-2922.

SALARY RANGE

Range A: \$2,902 - \$3,200
Range B: \$2,994 - \$3,465
Range C: \$3,589 - \$4,363

POSITION DESCRIPTION

This is the recruiting, developmental, and first working level. Initially, under supervision, in a learning capacity, incumbent does the less responsible and complex environmental work in connection with environmental planning, research, and analysis. As knowledge and skills are developed, the incumbent performs environmental planning, analysis, and evaluation work of average difficulty; assists in conducting and preparing environmental studies; prepares reports and documents including environmental impact statements and assessments.

REQUIREMENTS FOR ADMITTANCE TO EXAMINATION

NOTE: All applicants must meet the education and/or experience requirements as stated on this examination announcement.

(Continued on the reverse side)

**MINIMUM
QUALIFICATIONS****Either I**

A Bachelor's degree in the Social Sciences, Natural Sciences, or Environmental Design Arts. (Registration as a senior in a recognized institution will admit applicants to the examination, but they must produce evidence of having fulfilled the requirements for graduation before they will be considered eligible for appointment.)

Or II

Experience: One year of experience in social or natural environmental planning, environmental research analysis, or environmental evaluation; and **Education:** Equivalent to graduation from college. (Registration as a senior in a recognized institution will admit applicants to the examination, but they must produce evidence of having fulfilled the requirements for graduation before they will be considered eligible for appointment.) (Additional qualifying experience may be substituted for the required education on a year for year basis.)

Or III

Experience: One year of experience in the California State service performing environmental planning related duties in a class comparable in responsibility to Management Services Technician, Range B; and **Education:** Eighteen semester units of related college courses in social science, natural science, environmental studies, cultural resources, or economics.

**TRAINING AND
EXPERIENCE
EVALUATION**

The examination will consist of a Training and Experience evaluation weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

TRAINING AND EXPERIENCE EVALUATION - WEIGHTED 100%

Knowledge of:

1. General principles of environmental planning.
2. General principles and techniques of research and statistical analysis.
3. Communication skills for purposes of data gathering.
4. Techniques and methods of evaluation of environmental impacts.
5. State and Federal environmental laws and regulations.
6. State, local and regional governmental organizations as they relate to environmental planning.
7. Social sciences, natural sciences or environmental design arts.
8. Trends in urban and regional environmental planning.

Ability to:

1. Accurately analyze environmental situations.
2. Gather and analyze data.
3. Write accurate and concise reports.
4. Work effectively with others as an interdisciplinary team member.
5. Conduct interviews for data gathering.
6. Apply general techniques of insuring public participation in the planning process.

**ELIGIBLE LIST
INFORMATION**

An open merged eligible list will be established for the California Department of Transportation. The names of successful competitors will be merged onto the eligible list in order of final scores regardless of test date. Eligibility expires 12 months after it is established. Competitors must then retest to reestablish eligibility. Competitors may retest after twelve (12) months.

**VETERANS'
PREFERENCE**

Veterans Preference credits will be added to the final score of all competitors who are successful in this examination and who qualify for, and have requested, these points through the State Personnel Board. Due to changes in the law, effective January 1, 1996, VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS PREFERENCE CREDITS.

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QUESTIONS?

If you have any questions concerning this announcement, please contact:

State Personnel Board
801 Capitol Mall
P.O. Box 944201, Sacramento, CA 94244-2010
(916) 653-1502, TTY (916) 654-6336
California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice)

TTY is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY Device.

GENERAL INFORMATION

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The State Personnel Board reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) open eligible list. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin. In the case of continuous testing examinations, names are merged into the appropriate eligible list in order of final test scores (except as modified by veterans preference credits) regardless of the date of the test and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Veterans Preference: California law limits the granting of veterans' preference points in open entrance examinations and open non-promotional examinations. Credits in open entrance examinations is granted as follows: 10 points for veterans, widows, or widowers of veterans, and spouses of 100 percent disabled veterans; and 15 points for disabled veterans. Credits in open non-promotional examinations is granted as follows: Five points for veterans; and 10 points for disabled veterans. Directions for applying for veterans' preference are on the Veterans' Preference Application which is available from the State Personnel Board office, written test proctors, and the Department of Veterans Affairs, P.O. Box 1559, Sacramento, CA 95807.

CALIFORNIA STATE PERSONNEL BOARD

P.O. Box 944201 - 801 Capitol Mall
Sacramento, CA 94244-2010
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